



Career Opportunity

Job Title: Information Technology Specialist
Organization: Society for the Involvement of Good Neighbours (SIGN) See www.signyorkton.ca
Program: Information Technology
Hours: Flexible- 20 hours per week
Location: Yorkton, Saskatchewan
Start Date: June 3, 2024

Under the supervision of the Executive Director, this position is focused on providing reliable network services to staff and users of our facilities. This position will support the hardware, software, network, and various equipment throughout SIGN. The position will provide necessary documentation and training to users and provides input and development into SIGN's technology plans and initiatives and assists in the effective and efficient implementation of them.

Expectations:

- Demonstrated proficiency and familiarity with Microsoft network environment computer applications, communications technologies, spreadsheets, word processors, internet usage;
- Administration and support of exchange online, SharePoint, Defender and other o365 apps;
- Knowledge of LAN, WAN and VLAN's Networks;
- Complete support calls in a timely and efficient manner, ensuring communication with internal and external clients;
- Manage and assign work orders in a timely manner;
- Diagnose and correct computer related issues and restore a failing device to proper working operation;
- Have in-depth technical knowledge of Microsoft products, Laptops and PC computers;
- Understand network architecture and protocols and be able to perform problem determination on the network.
- Maintain and update accurate records ongoingly;
- Work with multiple staff in a remote and in-person capacity.

Qualifications and experience:

- Relevant post-secondary certificate from a recognized institution, specifically related to information technology and or computer systems.
- Minimum Two (2) years' of practical, related experience to perform duties in a similar and relevant environment.
- Demonstrated experience creating and maintaining computer records.
- Demonstrated experience in research and analyzing system or equipment enhancements and commitment to continuous learning and remaining current with technology.
- Clean criminal record
- Valid CPR and First Aid "C"
- Drivers License and access to a reliable vehicle

Send resumes with covering letter and at least three references to:

Andrew Sedley, Executive Director
83 North Street
Yorkton, SK S3N 0G9
Phone: (306) 783-9409
Fax: (306) 786-7116
Email: a.sedley@signyorkton.ca

Applications close at 5 pm on April 26, 2024.

Only those short-listed for interviews will be contacted. We thank all those who apply for their interest.